



# Senior Assessment Technician

## Job Description

Department: Assessor  
Position: Career Service  
Grade: 503  
Supervisory: Lead  
Reports to: Varies

### Summary

Performs a variety of support duties to expedite customer service, data entry, and record keeping responsibilities of the department. May be assigned to specific areas in real or personal property. This role has considerable knowledge of the policies, procedures, and laws affecting the work of the Assessor's Office and is capable of training and leading other Assessment Technicians.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Perform various functions related to the accounting and collection of personal property taxes; maintain strict confidentiality of information on personal property statements, documents, and accounts.
2. Receive and screen public visitors and phone calls; provide technical information and instruction to accurately complete forms and applications.
3. Calculate valuations based on schedules or other appropriate methods; review for errors, duplications, discrepancies, or miscalculations.
4. Research and respond to customer requests; issue replacement documents as necessary.
5. Perform analysis to determine if secured value is sufficient to attach personal property tax to real property accounts including the valuation of manufactured housing for both real and personal property.
6. Identify recorder serial numbers to locate property parcel and create or update electronic record.
7. Receive results of field appraisals and input details; generate reports to match and merge permits with appraisal records.
8. Research various sources of information to identify current operating businesses within the County.
9. Perform basic bookkeeping activities; reconcile receivables with inventory records.
10. Organize and independently perform project work.

### For Office Use Only

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Job Title: Senior Assessment Technician  
FLSA: Non-Exempt  
Effective Date: 4/25/2019  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No  
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11. Perform various lead worker functions within assigned area; may train new hires and assist in monitoring and communicating work schedules and assignments.
12. Perform routine oversight and quality control of general office functions such as data entry, record keeping, and report generation.
13. Coordinate activities with businesses, other governmental entities, or citizens.
14. Type correspondence, statements, narrative and statistical reports, minutes, agendas, and other documents as required; prepare correspondence and recurring reports for supervisor's signature or approval.
15. Scan images and documents to store, modify, and retrieve by computer.
16. Create and maintain organizational files and records; maintain control files of matters in progress and follow up to ensure progression and completion of actions.

### **Knowledge, Skills, and Abilities**

- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Knowledge of Assessor department policies, procedures, laws, codes, and regulations relevant to work performed
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and basic spreadsheets
- Skilled in using various software programs unique to the Assessor's Office and/or Utah County
- Skilled in basic bookkeeping
- Ability to maintain cooperative working relationships with those contacted during work activities
- Ability to communicate effectively verbally and in writing
- Ability to understand and follow clear work instructions
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to understand broad objectives and follow general instructions
- Ability to train and lead others
- Ability to multi-task

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances and may expose the incumbent to contagious or infectious diseases. This role routinely uses standard office equipment such as a laptop, desktop, smartphone,

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photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

### **Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. Expected work hours are 8 am to 5 pm, however there may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

### **Required Education and Experience**

1. High school diploma or equivalent.
2. Five (5) years of general clerical support work experience of which two years are related to taxation, accounting, real estate, construction or a similar profession.
3. Equivalent combinations of education and experience may also be considered.

### **Preferred Education and Experience**

1. Associate degree or higher.

### **Additional Eligibility Qualifications**

1. Applicants must have completed and passed the Utah State Tax Commission Courses "Assessment Practice in Utah", "Development & Use of Personal Property Schedules", and a two-day Uniform Standards of Professional Appraisal Practices course.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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4. Selected applicants must pass a typing test at or above the rate of forty (40) WPM net.
5. All incumbents must be bondable.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

Director of Human Resources \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee \_\_\_\_\_ Date \_\_\_\_\_

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